

Registry:

Please file.

Mr. Echols met with Colonel White on
this subject and resolved the matter.

M 1/6/64

SECRET

DD/S 63-4978

Personnel 9

22 NOV 1963

MEMORANDUM FOR: Director of Personnel

Bck:

With regard to the attached memorandum to you from [redacted] on contract personnel, I would like to see a tabulation of contract personnel showing the numbers you believe now to be properly employed according to [redacted] and those about which there may be some question as to the propriety of their continuing in a contract status.

Frankly, I don't know exactly what we should do about it at this point in time. There may be many whose duties have changed since original employment and who theoretically should be charged against ceiling. Whether we should actually do this is open to question in view of our very difficult ceiling problem. I think that you and I, however, should at least know where we stand and we can only do this by looking at a tabulation following a fairly careful re-examination of existing conditions.

Signed

L. K. White

Att: Memo dtd 6 Nov 63 to D/Pers fr C/OP/CPD,
subj: "Contract Personnel in Washington,
D. C. Metropolitan Area [redacted]
[redacted]

25X1

DD/S:LKW:sbo

Distribution:

- 0 & 1 - Adse w/o of att (DD/S 63-4977)
- 1 - DD/S chrono
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Of the remaining contract personnel, three are on contract as follows: (1) a custodian for [REDACTED] 25X1
tenance man for the Commo [REDACTED] for the Office of Operations. The janitor and maintenance man are charged to ceiling. The [REDACTED] is considered exempt as not being a staff type duty within the definitions of [REDACTED] In addition, one clerical is employed by the Office of Operations in [REDACTED] 25X1
Office. This clerical is charged to OO ceiling. 25X1

There are 3 translators employed by FBID [REDACTED]

25X1 [REDACTED] also charged to ceiling. In [REDACTED] 25X1
[REDACTED] there are 5 women on contract who are wives of Logistics and GSA employees working on a WAE (intermittent) basis who are called as needed to grind communications crystals. The remaining contract personnel [REDACTED] are on all approved projects and exempt from ceiling under the provisions of [REDACTED] 25X1
Some basic considerations for employing these individuals on contract are outlined below.

The keypunch work on the FI project is intermittent, and the project itself is of limited duration; therefore, it was decided to use contract personnel for ease of disposition.

The economist preparing the timber study for ORR is [REDACTED]

25X1 [REDACTED] As this is a one-time study, [REDACTED] was hired for the 25X1 duration of the study. A contract best fitted this situation. The study has now been completed and it is expected that if the study is satisfactory [REDACTED] will be terminated.

[REDACTED] the resident architect for the building, was originally hired on contract since the position by its very nature is self-liquidating.

The OTR language instructors and scientific linguists [REDACTED] on contract 25X1 meet the language instruction program's special needs. They work both full time and part time and are added or dropped as needed. These instructors were hired on contract in accordance with a memo from the DD/S to the Director of Training permitting [REDACTED] slots to be used for contract hire. (These slots were approved by the DD/S 25 September 1958; Director of Personnel 31 July 1959.) 25X1

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At the time he was employed the question of a reserve appointment was considered. However, Mr. Houston did not have ceiling for the position. The lawyer considers his assignment temporary and does not intend to make a career of government after his one year contract expires. He is paid from [redacted] funds and is not charged against ceiling.

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The translators at FDD are employed as independent contractors and are compensated for each 1000 words translated. Normally translating requirements for FDD can be readily handled by USJPRS. However, these individuals are translating classified materials requiring them to perform their work in the Matomic Building.

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In the [redacted] there are two persons employed on contract. The two women are wives of TSD employees and are engaged in [redacted]

25X1

The demand for this work is highly irregular; therefore, the hiring of these individuals on contract as WAE (intermittent) provided the most flexible means of meeting these unusual requirements.

As you know, the secretaries for the field recruiters are largely local hire and are needed to meet the greatly increased Agency personnel requirements. Since these requirements should taper off with time, the employment of these girls on contracts provides a very easy and flexible method of disposition as the need diminishes. Should they be maintained on a long term basis the question of ceiling charge will have to be met.

The custodian for [redacted] FBID was hired on contract as he cannot meet staff security requirements.

25X1

The maintenance man for the [redacted] was originally hired on a WAE basis. As the workload increased he was placed on full time and is now charged to ceiling.

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The [redacted] is employed by OO at \$99 a month. This position was placed under contract as it seems to meet criteria for a contract position that is short term, and non-staff.

The clerical employee employed by OO [redacted] on contract [redacted] was originally recruited for staff but was medically disqualified. She was later approved by the Medical Office for contract hire.

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The [redacted] wives (5) fill a real need by relieving higher level commo technicians of the low grade and repetitive crystal grinding task. Part-time hire at this installation is practically impossible due to lack of bus facilities.

[redacted]
Chief, Contract Personnel Division

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